

January 1, 2017

Sunday

3:30 PM - 4:00 PM

DRA having a monthly meeting with Mary Mears, PAD -- DRA office

January 2, 2017

Monday

All Day

New Year's Day holiday

January 3, 2017

Tuesday

9:45 AM - 10:00 AM

Canceled: Daily Staff Meeting -- RA's conference room

10:30 AM - 11:30 AM

Senior Staff Meeting -- 27-B

11:30 AM - 12:00 PM

Brief meeting (photo op) following (10:30) senior staff meeting with RA and COS + senior staff -- 27-B
A group photo with the RA and Chief of Staff is being scheduled with the Senior staff. I hope you can join us for the "Kodak" moment.

Thank you☺

1:30 PM - 2:30 PM

(b) (6)

4:15 PM - 4:30 PM

DRA meeting with Pat Evangelista re: personnel -- DRA office

4:30 PM - 5:00 PM

Call with Shannon

January 4, 2017

Wednesday

9:30 AM - 9:45 AM

RA/DRA Daily Meeting -- RA's conference room

10:00 AM - 11:00 AM

FYI: PR SRF TRO -- teleconference

Please call (b) (6) access code: (b) (6)

11:00 AM - 11:30 AM

RA meeting with CWD/ORC/DECA staff re: response to NYDOH drinking water letter -- RA Conference Room

January 4, 2017 Continued

Wednesday

12:30 PM - 1:00 PM

(b) (6)

2:30 PM - 3:00 PM

RA is meeting with Carmen re general issues -- RA's conference room

3:00 PM - 4:00 PM

HOLD to Meet with javier

4:30 PM - 5:30 PM

Audio/Visual - Transition Discussion (Principals Only) -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO - Call in number is: (b) (6) code is: (b) (6)

FYI: If your location is not listed correctly please contact Jacqueline Poole. Thanks!

Hi, in lieu of our weekly Monday update, we'll get together on Thursday to check in. Hoping everyone will be back from the holidays and can join. Your VTC on January 4th has been scheduled. Please see below.

January 5, 2017

Thursday

9:00 AM - 10:00 AM

Puerto Rico SRF -- ***Note new location/webinar link in meeting invite****

When: January 5, 2017

Time: 9:00 am

Where: USDA, 1400 Independence AV SW | Washington, DC 20250, Room 5137-S

Alternate: Webinar (See information below)

Purpose: To discuss and develop a collaborative approach that the Federal agencies may offer to address PRASA's debt and financial crisis

For those who must call in, here is the webinar information:

Please register for RD/RUS- EPA Discussion of PRASA Models on Jan 5, 2017 9:00 AM EST at:

<https://attendee.gotowebinar.com/register/6420652406233020163>

This webinar will be used to display models and facilitate discussion between EPA participants and RD/RUS staff.

After registering, you will receive a confirmation email containing information about joining the webinar.

Brought to you by GoToWebinar®
Webinars Made Easy®

9:45 AM - 10:00 AM

Canceled: Daily Staff Meeting -- RA's conference room

10:00 AM - 11:00 AM

Weekly meeting with Rich Manna -- DRA office

11:00 AM - 12:00 PM

Weekly Puerto Rico SRF's conference call with Region 2 DRA and staff + HQ -- DRA office -- call-in number (b) (6) (b) (6) access code (b) (6) (b) (6)
Extended schedule for the remainder of the month.

Thank you.

Maureen

(b) (6)

12:00 PM - 1:30 PM

DRA and Walter Mugdan having discussion with RA -- DRA office - Lisa will be called at home.
(b) (6)

3:00 PM - 3:15 PM

DRA meeting with Anahita re: general -- DRA office

4:00 PM - 5:00 PM

DRA requesting meeting with Walter re: general (follow-up on DRA matters) -- DRA office

4:00 PM - 4:15 PM

RA is being briefed on the Coral Reef Protection Plan -- RA's conference room. The call-in number is (b) (6) (b) (6) code (b) (6) (b) (6)

5:15 PM - 5:30 PM

call w/Catherine McCabe and Cynthia Giles re: NEPA -- call (b) (6) (b) (6)
No prep needed.

January 6, 2017

Friday

All Day

Flex Day

8:30 AM - 6:00 PM

Out of the office

January 8, 2017

Sunday

2:00 PM - 2:30 PM

Monthly EJ Briefing -- DRA office

January 9, 2017

Monday

12:00 AM - 12:00 AM

DRA in Washington, DC all week -- Washington, DC - EPA HQ -- 3320D North

All Day

Citizen Science Forum at the EPA Region 2 office in New York City on January 9, 2017 -- TBD
Chwent/Hello everyone:

Please see below the "Save the Date" announcement for a Citizen Science Forum at the EPA Region 2 office in New York City on January 9, 2017.

Please join us for the first Citizen Science Forum to:

- Discuss the current state of Citizen Science projects and efforts within EPA Region 2
- Learn more about our Equipment Loan Program Grantees and their experiences.
- Discuss the overall direction of the Region 2 Citizen Science Program & Partnerships moving forward

The Forum will be an opportunity for citizen scientists, EJ communities, and **TRIBAL NATIONS** to discuss key challenges citizen scientists currently have; explore key media areas that are currently being monitored for, or want to start your efforts in; discuss priorities of your citizen science program such as educational, outreach, monitoring, or analysis; and as a new citizen scientist, what do you need to get started.

Agenda and registration information will be provided when available.

Poc: Grant Jonathan

8:30 AM - 10:00 AM

Management Time -- DRA office

January 9, 2017 Continued

Monday

1:00 PM - 2:00 PM

Senior Staff -- Alm Conference Room

****Please **DO NOT** forward this calendar invitation. If you have any questions about this invitation please contact the Scheduling Office at

(b) (6) . ****

Conference Line: (b) (6)

Conference Code: (b) (6)

2:00 PM - 4:00 PM

New Event

2:00 PM - 4:00 PM

(b) (6)

2:00 PM - 2:45 PM

Senior Staff Meeting -- Conference Room 27-B

Has been changed to 2 p.m. – 2:45 p.m., thank you, Beth

3:45 PM - 4:30 PM

Confirmed meeting w/Lisa Plevin) -- RA conference room

An email was sent earlier with the details.

Thank you.

Maureen

5:00 PM - 5:30 PM

Canceled: Audio/Video - Transition Update - Principals Only - Call in number is (b) (6) Code is: (b) (6)
-- DCRoomARN3530CFTB/DC-Ariel-Rios-AO; R4-RA-Conf-Rm/Sam-Nunn-Federal-Building-ATL

January 10, 2017

Tuesday

All Day

DRA in Washington, DC all week -- Washington, DC - EPA HQ -- 3320D North
Please See Above

1:00 PM - 2:30 PM

DRA and Walter Mugdan having discussion with RA -- RA office - meet me conference line info below

Catherine is available and will participate on the meet me conference line #

(b) (6)

Enter (b) (6)

Press 2 and enter (b) (6)

January 10, 2017 Continued

Tuesday

3:30 PM - 4:30 PM

Meeting re: follow up on Dead Horse Bay -- 290 Broadway (between Duane and Reade Streets), Room 27B, 27th Floor

January 11, 2017

Wednesday

All Day

DRA in Washington, DC all week -- Washington, DC - EPA HQ -- 3320D North
Please See Above

9:00 AM - 11:00 AM

Celebrating Ann Dunkin!! -- Green Room
Please remember your badge is required to enter the Green Room

9:30 AM - 10:00 AM

FW: Data Summit Regroup -- (b) (6) (b) (6)

-----Original Appointment-----

From: Kelley, Jeff

Sent: Monday, January 09, 2017 5:40 PM

To: Kelley, Jeff; Grantham, Nancy; Nowotarski, Allison; Rowan, Anne; Durno, Mark; Deltoral, Miguel; Kaplan, Robert

Subject: Data Summit Regroup

When: Wednesday, January 11, 2017 8:30 AM-9:00 AM (UTC-06:00) Central Time (US & Canada).

Where: (b) (6) (b) (6)

Let's jump on a call to recap how the data summit went and to make sure we're ready for the town hall. Feel free to suggest a new time if this won't work for you.

12:00 PM - 1:00 PM

(2 Attachments) Deputy Regional Administrators (DRA) Teleconference Call -- Bridge/Code (b) (6)
(b) (6)

Deputy Regional Administrators (DRA) Teleconference

The DRA Teleconference tentatively meets biweekly on Wednesdays from Noon to 1:00 PM eastern time. Headquarters staff and visitors to the Washington, D.C. office are welcome to join Regional Operations in WJC North 3442H. The call-in number is (b) (6) and the conference code is (b) (6). Below is a tentative schedule for the region responsible for leading the call. If the region leading the teleconference cannot attend, please

(b) (6)

Date _____

Call Lead

January 11

Deb Thomas (R8)

January 25

Deb Jordan (R9)

February 8

Michelle Pirzadeh (R10)

2:00 PM - 5:00 PM

(b) (6)

January 11, 2017 Continued

Wednesday

2:00 PM - 2:30 PM OP briefing on upcoming rules -- 3521A WJCN

2:00 PM - 2:30 PM Rules briefing -- WJCN 3521A

3:00 PM - 4:30 PM (b) (6)

January 12, 2017

Thursday

All Day DRA in Washington, DC all week -- Washington, DC - EPA HQ -- 3320D North
Please See Above

8:40 AM - 1:00 PM FW: New SES Recognition Event with Administrator and Orientation Day -- Administrator's Office (WJC-S-3rd Floor)
Hi Catherine, just a quick note to ask your opinion about the possibility of attending this orientation day for new SES personnel in HQs. (b) (6)
They will be covering many important topics, from Ethics to HR issues.

Thank you,

Javier

-----Original Appointment-----

From: Peppins, Felicia

Sent: Wednesday, December 28, 2016 3:08 PM

To: Peppins, Felicia; Avila, Aaron; Canzler, Erica; Dalbey, Matthew; Echeverria, Marietta; Fernandez, Cristina; Gettle, Jeaneanne; Gilliland, Alice; Goodin, John; Goodis, Michael; Guerrero, Carmen; Hamlin, Tim; Helm, Arron; Holt, Kay; Laureano, Javier; Lindsay, Nancy; Melvin, Karen; Michaud, John; Nam, Ed; O'Connor, Darcy; Pollins, Mark; Rees, Sarah; Sayles, Gregory; Schefski, Kenneth; Seager, Cheryl; Tomiak, Robert; Walker, Mary; Miller, Wynne

Cc: Reeder, John; Allen, Reginald; Jenkins, Donna; McCabe, Catherine; Lapierre, Kenneth; Mundrick, Doug

Subject: New SES Recognition Event with Administrator and Orientation Day

January 12, 2017 Continued

Thursday

When: Thursday, January 12, 2017 8:40 AM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Administrator's Office (WJC-S-3rd Floor0

EPA Senior Leader

EPA Administrator Gina McCarthy and Acting Deputy Administrator Stan Meiburg will be hosting the next informal "SES Welcoming" event on January 12th beginning at 9:00 am for recently appointed, newly arrived members of the career SES.

Reaching the Senior Executive Service is an important milestone in civil service and the Administrator and Deputy Administrator wish to recognize the achievement and welcome new members of the EPA SES team. This event will include coffee and light refreshments, a photo op with the administrator, short remarks from the Administrator, and networking among the participants. After meeting with the Administrator and Deputy, we will have a series of briefings and discussions. In all, the planned activities will take up the full morning of the 12th until about 1:00 PM. For those attending outside the DC area please travel the night before as we will gather outside the Administrator's office (WJC-S - 3rd Floor) at 8:40, we encourage you to arrange visits with other offices that afternoon or the day before to make the most of your time in DC

If you have received your SES certificate, we encourage you to bring it to the reception for your photo op with the Administrator. If you have not received it yet, please notify Felicia Peppins who will coordinate with ERD as your certificate may still be with Executive Resources Division. If you have any questions please contact Felicia Peppins at (b) (6) or (b) (6)

Calendar invite will follow.

Look forward to seeing you on the 12th.

For

John Reeder

Deputy Chief of Staff

Tentative timeline for the New SES Welcome on the 12th of January

0840 – New SES members meet in hallway outside Administrator office

0900 – Reception in Administrators office begins (15 – 20 min – Meet and Greet – coffee etc.)

0920 – 0935 - Around the room introductions and Administrator remarks (brief Q&A)

0935 – 0955 – Pictures with Administrator and signing of cert's if necessary.

0955 – Reception ends - New SES Members move to Alm Room

1000 – 1030 – Stan Meiburg: leadership message

1030 - 1100 - Donna Vizian/John Showman: HR topics and issues impacting SES Corps

1100 - 1130 – ERD – Karen Higginbotham or representative – SES Performance Evaluation

1130 - 1200 - Justina Fugh: Ethics

1200 - 1230- Francesca Grifo: Scientific Integrity

1230 - 1300 – Final Speaker TBD

11:00 AM - 12:00 PM

Weekly Puerto Rico SRF's conference call with Region 2 DRA and staff + HQ -- DRA office -- call-in number (b) (6)(b) (6) access code (b) (6)
Extended schedule for the remainder of the month.

Thank you.

January 12, 2017 Continued

Thursday

Maureen

(b) (6)

12:45 PM - 1:15 PM

General with Matt Fritz -- 3402 WJC-N

2:00 PM - 4:00 PM

(b) (6)

5:00 PM - 9:00 PM

(b) (6)

5:00 PM - 6:00 PM

General Discussion (First Assistants) -- Tadich Grill

7:00 PM - 9:00 PM

(b) (6)

January 13, 2017

Friday

12:00 AM - 12:00 AM

DRA in Washington, DC all week -- Washington, DC - EPA HQ -- 3320D North
Please See Above

10:00 AM - 10:30 AM

Flint meeting -- bullet room

11:00 AM - 11:30 AM

meeting with George

January 13, 2017 Continued

Friday

2:00 PM - 3:00 PM Open Door -- DRA office

3:00 PM - 3:30 PM Check in -- 3513B

5:00 PM - 5:00 PM Early Day

January 16, 2017

Monday

All Day Martin Luther King Jr Day (USA)

January 17, 2017

Tuesday

8:30 AM - 10:00 AM Management Time -- DRA office

10:30 AM - 11:30 AM Senior Staff Meeting -- 27-B

10:30 AM - 11:00 AM Canceled: CPP -- TBD

10:30 AM - 11:00 AM CPP -- Avi's Office (he is not here)
Sorry for the multiple invites!

11:30 AM - 12:15 PM General Discussion -- WJC-N 3412

1:30 PM - 2:00 PM Transition check-in -- 3513 B WJC North

2:00 PM - 3:00 PM FW: Opening House for EPA Museum Exhibit -- Ronald Reagan Building and International Trade Center, Room M112 - Mezzanine Level
Not sure you got this invite – be helpful for you to see, at least briefly

-----Original Appointment-----

From: Anderson, Denise **On Behalf Of** Meiburg, Stan

Sent: Tuesday, January 10, 2017 3:37 PM

To: Meiburg, Stan; Flynn, Mike

Subject: Opening House for EPA Museum Exhibit

When: Tuesday, January 17, 2017 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

January 17, 2017 Continued

Tuesday

Where: Ronald Reagan Building and International Trade Center, Room M112 - Mezzanine Level

2:00 PM - 2:30 PM

Discuss vision of OSRP -- DCRoomARN3428/OCIR

3:00 PM - 4:00 PM

DRA and Walter Mugdan having a discussion with the RA -- DRA office

4:15 PM - 4:45 PM

General/Discussion: Check-in -- WJC-N 3412

Sct: Tamika (b) (6)

5:00 PM - 5:30 PM

Audio/Visual - Transition Update - Principals Only -- n DCRoomARN3330/DC-AR-OARM - Call in number is (b) (6)
code is: (b) (6)

Please review the room we have listed for your region/office below and let (b) (6) know whether we need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm
- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room
- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

11:00 PM - 12:00 AM

(b) (6)

(b) (6)

January 17, 2017 Continued

Tuesday

(b) (6)

January 18, 2017

Wednesday

12:00 AM - 1:00 AM

(b) (6)

Please See Above

-- Rachel Carson Green Room

1:30 PM - 2:30 PM

Canceled: Please note: EVENT POSTPONED: Everyone is invited: "Survey Says: What is a Leader" - brought to you by the Regional Mentoring Program -- Please see below

Hi all, due to unforeseen circumstances, today's mentoring event is postponed. Please stay tuned for a new date and time! Thanks for your understanding!

The Regional Mentoring Committee is pleased to invite you to

"Survey Says: What is a Leader?"

Wednesday, January 18, 2017 | 1:30pm-2:30pm

NYC: Room 27A ~ Edison: Bldg. 205 DESA V.C. Room (5108) ~ CEPD: Karst

This forum will be a light-hearted and informative Q&A panel featuring EPA employees who represent diverse career paths, as well as an interactive Family Feud-style theme.

Our special panelists are:

Jesse Aviles, CEPD

Damian Duda, ERRD

Evelyn Rivera-Thomas, CASD

January 18, 2017 Continued

Wednesday

Anahita Williamson, DESA

Moderated by **Nidal Azzam, CASD**

If you have any questions, please contact: Joe Battipaglia, ERRD
(b) (6) Peter Brandt, CWD (7-3654) or Towana Joseph, DESA
(1-6607)

Reminder

1:30 PM - 2:00 PM

Canceled: January 18 mentoring event - 1:30pm - call in number.

The Regional Mentoring Committee is pleased to invite you to

“Survey Says: What is a Leader?”

Wednesday, January 18, 2017 | 1:30pm-2:30pm

**NYC: Room 27A ~ Edison: Bldg. 205 DESA V.C. Room (5108) ~ CEPD:
Karst**

This forum will be a light-hearted and informative Q&A panel featuring EPA employees who represent diverse career paths, as well as an interactive Family Feud-style theme.

Our special panelists are:

Jesse Aviles, CEPD

Damian Duda, ERRD

Evelyn Rivera-Thomas, CASD

Anahita Williamson, DESA

Moderated by **Nidal Azzam, CASD**

If you have any questions, please contact: Joe Battipaglia, ERRD
(b) (6) Peter Brandt, CWD (7-3654) or Towana Joseph, DESA
(1-6607)

1:30 PM - 2:00 PM

U//FOUO Agenda and Briefing Materials: Call/Briefing Soon for the Acting EPA Administrator on Agency
Emergency Response / CONOPS during the Inauguration -- WJC-N 3412
Sct: Tamika Burton (b) (6)

(b) (6) code (b) (6)

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Catherine –

I've included below a **short agenda** (in **blue text** below) and **attached briefing materials** when we convene, perhaps tomorrow afternoon (Wed., 1/18), on **EPA Emergency Response / CONOPS during the Inauguration**.

- We must still affirm a time for this 30-minute call/briefing, but we wanted you to have the briefing and background materials in advance.

More specifically, the **call/briefing will cover a few key aspects of EPA's emergency response program, our CONOPS for the Inauguration and an unclassified threat status**, as identified by the agenda. I expect OLEM/OEM Director Reggie Cheatham to call in to lead the briefing, while OLEM PDAA Barry Breen and perhaps others from OLEM will attend. I will also call in, although OA/OHS DAA Mario Caraballo, and EPA's senior intelligence advisor Steve Williams, should attend in person. EPA Region 3, which has the lead for EPA's emergency response for the Inauguration, will join us, probably through some combination of DRA Cecil Rodrigues, Hazardous Site Cleanup Division Director Karen Melvin and Charlie Fitzsimmons, who is coordinating EPA's Regional preparations. Finally, I expect Mike Flynn, who is helping us schedule this call/briefing, and John Reeder to participate.

AGENDA

1. **Introductions.**
2. **EPA Emergency Response – how and when we typically respond to incidents.**
 - a. OLEM: *See* PowerPoint slides (“ER PPT 12-2-16 version to OP.pptx”). Reggie will highlight a few of the 19 slides.
3. **EPA CONOPS for the Inauguration.**
 - a. OLEM and EPA Region 3: *See* paper (“PI 17 HQ EOC CONOPS JAN 17 17.doc”). Reggie and EPA Region 3 (Cecil, Karen and/or Charlie) will underscore key aspects of the CONOPS over the next week.
4. **EPA Intelligence and Current Threats.**
 - a. OA/OHS: *See* short paper (“Executive Summary Joint Threat Assessment 58thPresidential Inauguration.docx”). OHS (Mario, Steve and I) will briefly describe EPA's intelligence program, especially as it relates to the Administrator, and update the threat status.
5. **EPA Day-to-Day Emergency Management Program – What you should expect as the Acting Administrator.**
 - a. OLEM. Reggie will make a few final points about the Agency's core emergency management program.

Additional background material: *See* EPA's transition paper (“EPA's Role in Emergencies OLEM and OHS redline 17 Jan 2017 clean.docx”).

Mario and I will continue to work with Mike or his designee to schedule the call/briefing.

January 18, 2017 Continued

Wednesday

3:00 PM - 5:00 PM

Reception for John Cruden -- DOJ

4:00 PM - 5:00 PM

Open Door -- DRA Office

4:30 PM - 5:00 PM

Audio/Visual - Transition Update - Principals Only -- Room: 3346 WJC North OARM Large Conference room -
Call in number is (b) (6) code is: (b) (6)

Please review the room we have listed for your region/office below and let
(b) (6) know whether we need to change your room.

- R9 SF Big Pine 19333
- R8 DRA Conf Rm
- R6 RA Conf Rm
- R5 Room 1941 GCI
- R4 Boardroom 14T63
- R3 DRA Meeting Room
- R10 Seattle 21 RA Conf Room (Tahoma)
- R01 Boston Mt Belknap

5:00 PM - 6:00 PM

General Discussion -- Harry's

January 19, 2017

Thursday

10:15 AM - 11:00 AM

Weekly meeting with Rich Manna -- DRA office

11:00 AM - 12:00 PM

Hold for weekly PRSRF Call

11:00 AM - 12:00 PM

Weekly Puerto Rico SRF's conference call with Region 2 DRA and staff + HQ -- DRA office -- call-in number
(b) (6)(b) (6) access code (b) (6)
Extended schedule for the remainder of the month.

January 19, 2017 Continued

Thursday

Thank you.

Maureen

(b) (6)**January 20, 2017**

Friday

All Day

Flex Day

All Day

W. Mugdan Acting RA

8:30 AM - 6:00 PM

Out of the office

January 21, 2017

Saturday

12:30 PM - 3:30 PM

Beach Head Team Arrival -- WJC North 3rd Floor (home base = 3330)

January 22, 2017

Sunday

5:00 PM - 6:00 PM

First Assistants Transition Update (invitees only, please) -- **(b) (6)** Code - **(b) (6)**

Moved from Saturday to Sunday

January 23, 2017

Monday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N (Call-in number **(b) (6)** code **(b) (6)**)

10:00 AM - 11:00 AM

Bagels with Beach Head Team - Principals/Invitees Only -- Administrator's Office

12:15 PM - 12:45 PM

Reg Review -- WJC-N 3415

1:00 PM - 2:00 PM

Senior Staff -- Principals Only -- Alm Conference room
Conference Line and Code:

January 23, 2017 Continued

Monday

Conference Line: (b) (6)

Conference Code: (b) (6)

5:00 PM - 5:45 PM

Follow up: Federal Register Review -- WCJ-N 3428, (b) (6) (b) (6)

Hi all – In follow up to the direction on Federal Register notices, we'd like to have a short call to review with you which notices have had some external notifications (e.g., press releases, announcements etc.). Thank you! Robin

January 24, 2017

Tuesday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6)

11:00 AM - 11:30 AM

One on One with Bob Kavlock -- Reagan Building 41209

SCt: Denise Anderson, (b) (6)

12:00 PM - 1:00 PM

Executive Time: Do Not Schedule

1:00 PM - 1:30 PM

One on One with Sarah Dunham -- WJC-N 5400

SCt: Denise Anderson, (b) (6)

2:00 PM - 2:30 PM

Daily Check-in -- WJC-N 3412

3:30 PM - 4:00 PM

Superfund Letters to the President, Congress and GAO -- DCRoomARN3530CFTB/DC-Ariel-Rios-AO

Point of Contact for the Meeting: Sheila Benson (b) (6) OCFO/IO

Rita Wilson (b) (6) OCFO/IO

SCt: Denise Anderson, (b) (6)

Purpose: Explain 20-year-old Superfund Anti-Deficiency Act violation and seek Administrator's signature on required letter to the President and Congress.

Role of the Administrator: The Administrator must sign a letter to the President and Congress reporting any violation of the Anti-Deficiency Act per the statute and OMB Circular A-11. The letter needs to explain how the violation occurred and what EPA has done to ensure it doesn't reoccur.

January 24, 2017 Continued

Tuesday

Background: In the 1980s and 1990s, EPA managers occasionally accepted state financial contributions into EPA accounts for state-requested additional work at Superfund sites. OGC advised that when EPA spent funds for state-requested work at 3 sites that was beyond the scope of the sites' removal action or record of decision, this work violated the Anti-Deficiency Act.

Last possible date for the meeting: January 24, 2017

Is the meeting urgent and if so, why?: These letters should be signed and delivered as promptly as possible.

Requested Time Length: 30 minutes

EPA Staff (Required): Catherine McCabe, Mike Flynn, David Bloom, Carol Terris, Kevin Minoli, Elise Packard, Barry Breen, Robin H Richardson

EPA Staff (Optional): Allison Holden, Hamilton Humes

4:00 PM - 4:30 PM

Meeting Re: Regulatory Freeze -- WJC-N 3407

5:00 PM - 6:00 PM

Executive Block time

January 25, 2017

Wednesday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6))

10:00 AM - 10:45 AM

Briefing with Office of Water (OW) -- Alm Conference Room
SCt: Denise Anderson, (b) (6)

11:00 AM - 11:45 AM

Briefing with Office of General Counsel (OGC) -- Alm Conference Room
SCt: Denise Anderson, (b) (6)

12:00 PM - 1:00 PM

1st Assistants Call -- WCJ-N 3330,
Hi all – Please stay tuned we may have some updated location/call in information in the morning. Thank you! Robin

January 25, 2017 Continued

Wednesday

12:00 PM - 1:00 PM Executive Time: Do Not Schedule

1:00 PM - 1:45 PM Briefing with Office of Chemical Safety and Pollution Prevention (OCSPP) -- Alm Conference Room
SCt: Denise Anderson, (b) (6)

2:00 PM - 2:30 PM Daily Check-in -- WJC-N 3412

3:00 PM - 3:30 PM One on One with Steven Fine -- WJC-N 5000B
SCt: Denise Anderson, (b) (6)

4:00 PM - 4:30 PM One on One with Barry Breen -- WJC-N 3407
SCt: Denise Anderson, (b) (6)

4:30 PM - 5:00 PM Meeting Re: Internal Comm next steps -- WJC-N 3412

January 26, 2017

Thursday

9:00 AM - 9:30 AM Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6))

11:00 AM - 12:00 PM FYI: Weekly Puerto Rico SRF's conference call with Region 2 DRA and staff + HQ -- DRA office -- call-in number (b) (6)(b) (6) access code (b) (6)
Extended schedule for the remainder of the month.

Thank you.

Maureen

(b) (6)

12:00 PM - 1:00 PM Executive Time: Do Not Schedule

1:00 PM - 1:45 PM Briefing with Office of Air and Radiation (OAR) -- Alm Conference Room
SCt: Denise Anderson, (b) (6)

2:00 PM - 2:30 PM Daily Check-in -- WJC-N 3412

January 26, 2017 Continued

Thursday

3:00 PM - 3:30 PM One on One with Mike Shapiro -- WJC-N 3407
Sct: Denise Anderson, (b) (6)

3:30 PM - 4:00 PM Video Taping - Media Studio -- WJC-N 6330

4:30 PM - 5:00 PM General with John Reeder -- WJC-N 3407

January 27, 2017

Friday

9:00 AM - 9:30 AM Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6)

10:00 AM - 10:30 AM One on One with Donna Vizian -- WJC-N 3330Y
Sct: Denise Anderson, (b) (6)

11:00 AM - 11:45 AM Briefing with Office of Enforcement and Compliance Assurance (OECA) -- Alm Conference Room
Sct: Denise Anderson, (b) (6)

12:00 PM - 1:00 PM Executive Time: Do Not Schedule

1:00 PM - 1:15 PM Follow-up with Steve Fine -- WJC-N 3407

2:00 PM - 2:30 PM Daily Check-in -- WJC-N 3412

3:00 PM - 3:30 PM One on One with Jane Nishida -- WJC-N 3407
Sct: Denise Anderson, (b) (6)

4:00 PM - 4:45 PM General Discussion -- WJC-N 3407
With Catherine & John

5:00 PM - 5:00 PM Early Day

January 30, 2017

Monday

9:00 AM - 9:30 AM Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6)

10:00 AM - 10:45 AM Briefing with Office of Chief Financial Officer (OCFO) -- Alm Conference Room
Sct: Denise Anderson, (b) (6)

January 30, 2017 Continued

Monday

12:00 PM - 1:00 PM

Executive Time: Do Not Schedule

1:00 PM - 2:00 PM

Senior Staff Meeting -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

NOTE: Due to space constraints, please contact Denise Anderson before forwarding or inviting additional meeting attendees.

Conference Call Number (b) (6)

Conference Code (b) (6)

2:00 PM - 2:30 PM

Daily Check-in -- WJC-N 3412

4:00 PM - 4:30 PM

One on One with David Bloom -- WJC-N 4406

SCt: Denise Anderson, (b) (6)

4:30 PM - 5:00 PM

Discussion: Hiring -- WJC-N 3412

January 31, 2017

Tuesday

9:00 AM - 9:30 AM

Daily Ops Meeting -- 3415 WJC-N (Call-in number (b) (6) code (b) (6))

10:00 AM - 10:45 AM

Briefing with Office of Land and Emergency Management (OLEM) -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

11:00 AM - 11:45 AM

Briefing for Office of Administration and Resources Management -- Alm Conference Room

SCt: Denise Anderson, (b) (6)

12:00 PM - 1:00 PM

Executive Time: Do Not Schedule

12:00 PM - 1:00 PM

HQ & RG 1st Assistants National VTC (Agenda and Materials Attached) -- WJC-N 3346

Headquarters and Regional 1st Assistants National Video-Teleconference

Please see the attached agenda and supporting meeting materials.

For those who do not have a video connection, the Conference Line is (b) (6)

Conference Code (b) (6)

HQ VTC Meeting Room: WJC-N 3346

HQ: OARM DC WJCN Room 3346 (3330 Mobile)

RG VTC Rooms:

R1: R01 Boston Mt Belknap

R2: Enck, Judith GCI

R3: R3 DRA Meeting Room

R4: R4 Boardroom 14T63

R5: R5 Room 1941 GCI

R6: R6 RA Conf Rm

R7: R7RA-SX20

R8: R8 RA Conference Room

R9: R9 SF Big Pine 19333

R10: R10 Seattle 21 RA Conf Room (Tahoma)

Please contact (b) (6) if the listed VTC room needs to be changed.

2:00 PM - 2:30 PM

Daily Check-in -- WJC-N 3412

3:00 PM - 4:00 PM

FW: Meeting w/Kevin Minoli and Justin Schwab -- EPA HQ Complex / Room 4045 WJC North / 1200 Pennsylvania Ave

-----Original Appointment-----

From: Wood, Jeffrey (ENRD) [mailto:(b) (6)]

Sent: Friday, January 27, 2017 2:54 PM

To: Wood, Jeffrey (ENRD); Schwab, Justin; Minoli, Kevin; Kilbourne, Jim (ENRD); Neumann, Jennifer Scheller (ENRD); Littleton, Matthew (ENRD); Williams, Jean (ENRD);

(b) (6) Middleton, Brandon (ENRD)

Subject: Meeting w/Kevin Minoli and Justin Schwab

When: Tuesday, January 31, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: EPA HQ Complex / Room 4045 WJC North / 1200 Pennsylvania Ave

January 31, 2017 Continued

Tuesday

4:00 PM - 4:15 PM

Meet Premier Support Team at my Office

4:15 PM - 5:15 PM

Reg Freeze Briefing -- WJC-N 3415

Ct: Sandra Connors

SCt: Denise Anderson, (b) (6)

Staff:

Catherine McCabe

Mike Flynn

Shannon Kenny

Kevin Minoli

Sandra Connors

Carol Ann Siciliano

Sarah Rees

Nancy Grantham

Robin Richardson